

Stabilization Grant Application – Monthly Update


Last Updated: 2/4/2022


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Overview

This job aid will provide the steps to view, add and submit records for the **North Carolina Early Childhood Stabilization Grant Relief Funding**. Ongoing monthly updates are required to stay in compliance with the terms of the program. The updates should be completed by each deadline posted on the Provider Portal.

Key items:

- Hyperlinks – appear **light blue** and will provide additional information or navigation when selected.
- Asterisk * – used to denote required information.
- Radio button ☐ –Used to select from a list of items.
- Next button  –used to advance to the next section.

- Submit  – used to submit updated information.

Step by Step Instructions

Log In/Logging Out

1. Starting on the NC FAST Program Portal Welcome Page, Click the **Stabilization Grants Login** button under Provider Portal.

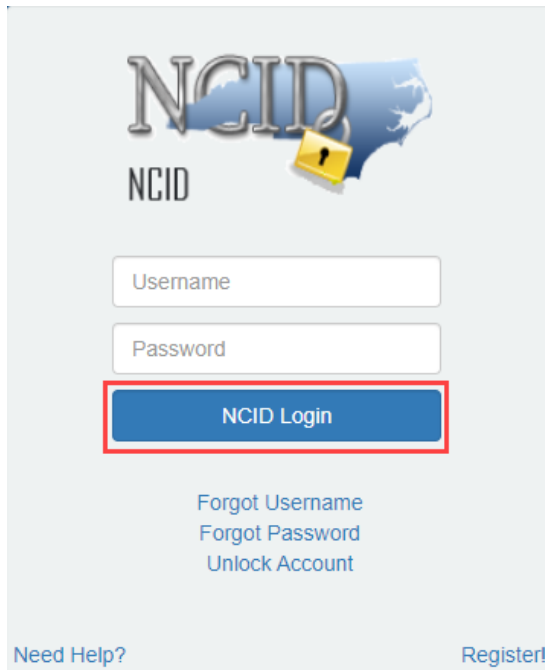
Welcome to North Carolina Families Accessing Services through Technology Portal
Below are the Program Portals available to login.

Provider Portal

Current Program: Stabilization Grants [Click here to Login](#)

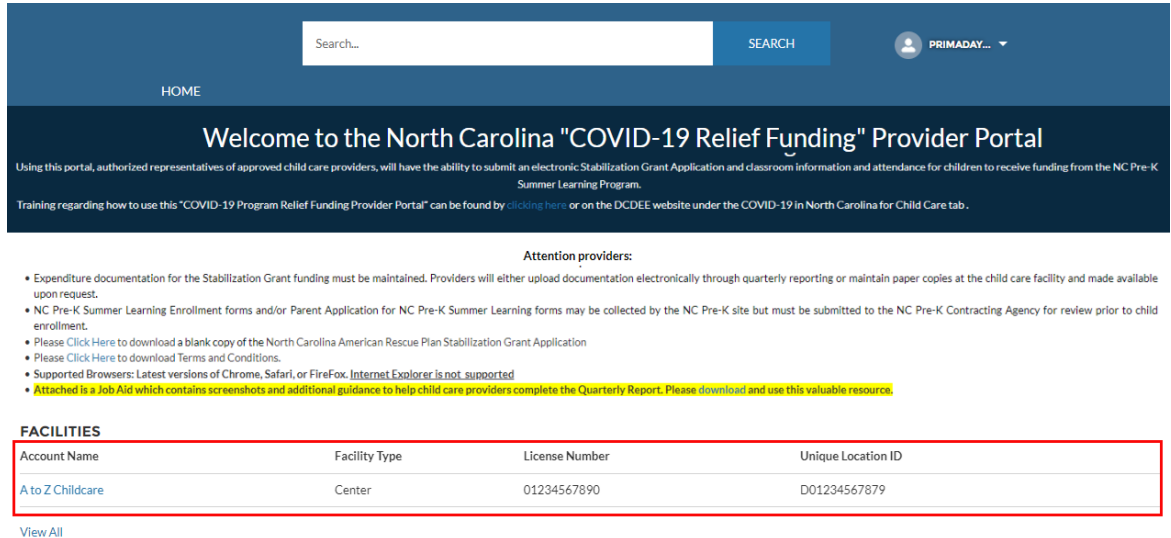
Energy Portal
Coming Soon

2. The NCID page displays, Enter your *Username* and *Password* then click **NCID Login** to log in.



Note: For assistance creating and linking your NCID, please refer to the *Provider Job Aid: Creating and Linking Your NCID*.

3. The COVID-19 Relief Funding Welcome page displays. A list of all the facilities that the applicant is linked to is shown. Account Name, Facility Type, License Number, Unique Location ID are listed for each facility.



Search... SEARCH PRIMADAY...

HOME

Welcome to the North Carolina "COVID-19 Relief Funding" Provider Portal

Using this portal, authorized representatives of approved child care providers, will have the ability to submit an electronic Stabilization Grant Application and classroom information and attendance for children to receive funding from the NC Pre-K Summer Learning Program.

Training regarding how to use this "COVID-19 Program Relief Funding Provider Portal" can be found by [clicking here](#) or on the DCDEE website under the COVID-19 in North Carolina for Child Care tab.

Attention providers:

- Expenditure documentation for the Stabilization Grant funding must be maintained. Providers will either upload documentation electronically through quarterly reporting or maintain paper copies at the child care facility and made available upon request.
- NC Pre-K Summer Learning Enrollment forms and/or Parent Application for NC Pre-K Summer Learning forms may be collected by the NC Pre-K site but must be submitted to the NC Pre-K Contracting Agency for review prior to child enrollment.
- Please Click [Here](#) to download a blank copy of the North Carolina American Rescue Plan Stabilization Grant Application
- Please Click [Here](#) to download Terms and Conditions.
- Supported Browsers: Latest versions of Chrome, Safari, or FireFox. *Internet Explorer is not supported*
- Attached is a Job Aid which contains screenshots and additional guidance to help child care providers complete the Quarterly Report. Please download and use this valuable resource.**

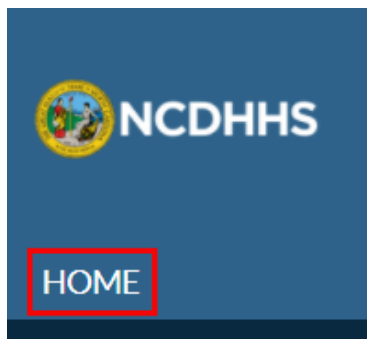
FACILITIES

Account Name	Facility Type	License Number	Unique Location ID
A to Z Childcare	Center	01234567890	D01234567879

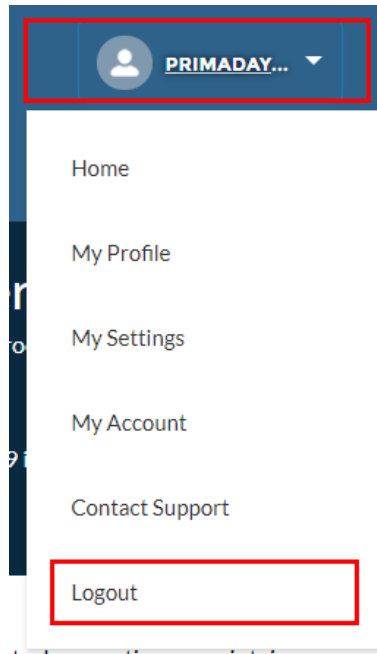
[View All](#)

Notes:

- Review the list of facilities (if more than one is listed) and Account information displayed for each facility prior to beginning the updates.
 - If the facility is not listed correctly, or displays any errors, contact the DCDEE Customer Service Unit at 1-800-859-0829 and select option 2, (919) 814-6300, select option 2 or DCDEE_support@dhhs.nc.gov.
4. To return to the Welcome page click the **Home** button.



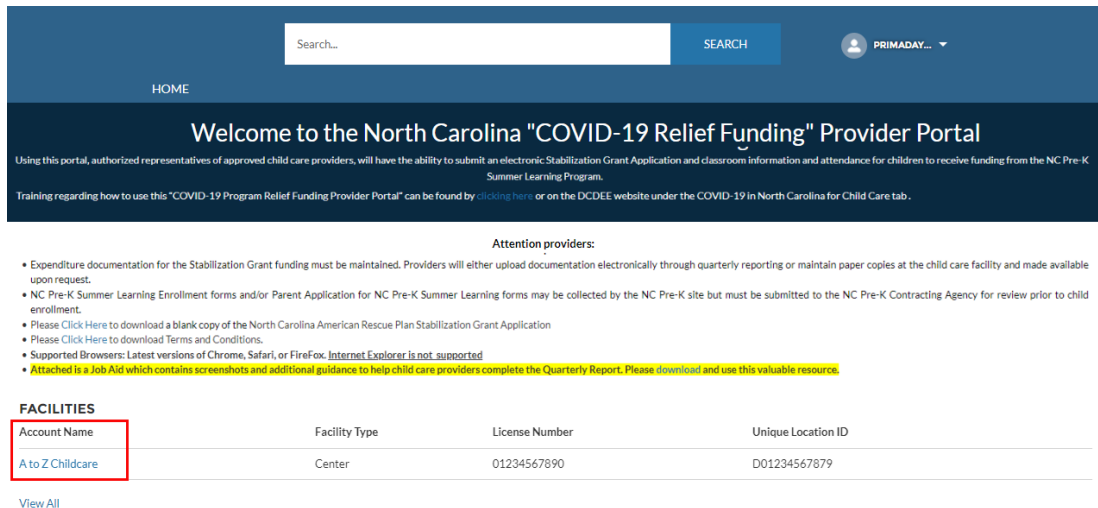
5. To exit, click the **NCID Username** (located in the top right corner) then select **Logout** from the drop-down menu.



[Return to Table of Contents](#)

Navigating to the Update

1. Starting on the Welcome page, select a facility by clicking the **Account Name** hyperlink under **FACILITIES**



Search... SEARCH

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FACILITIES			
Account Name	Facility Type	License Number	Unique Location ID
A to Z Childcare	Center	01234567890	D01234567879


[View All](#)

2. The Account page displays. The Provider Account (Account Name, Facility Type, License Number, Unique Location, Star Rating), Benefit Program Name, License


details, and Payments are shown. Review the information on this page for accuracy. Click the **Stabilization Grant** hyperlink under the Benefit Program Name.


Account
A to Z Childcare
New Note

Type	Phone	Website	Account Owner	Industry	Billing Address
			NCFast NCFast		79 TW Alexander Drive Durham, NC 27713 United States


Benefit Programs (1)

Benefit Program Name
Stabilization Grants
View All



License (1)


License Number	Effective Date	Expiration Date	Star Rating
01234567890	10/1/2021		
View All			

3. The Benefit Program Stabilization Grants page displays.


HOME

SEARCH
PRIMADAY...


Benefit Program Stabilization Grants



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES
Division of Child Development
and Early Education



Child Care
Stabilization
Grants
Help is on
the way

**American Rescue Plan Act
Stabilization Grants for
Child Care Providers**

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Your Monthly Update window is now OPEN.
Last Date to complete is 2/7/2022, 11:59 PM ET
Please click next to continue

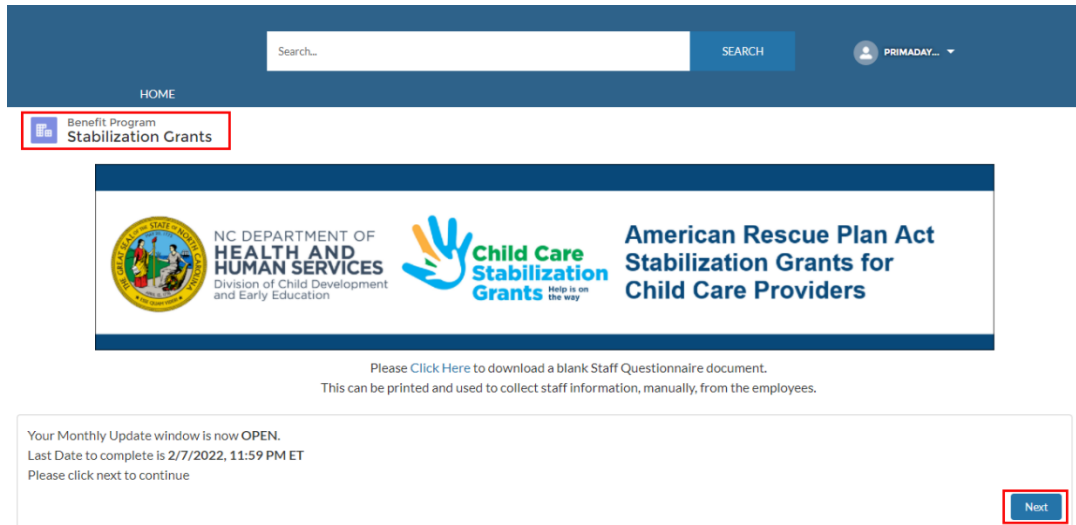
Next

Note: Ongoing monthly updates are required to remain in compliance with the terms of the program. All monthly updates should be completed by each deadline posted on the Stabilization Grants page.

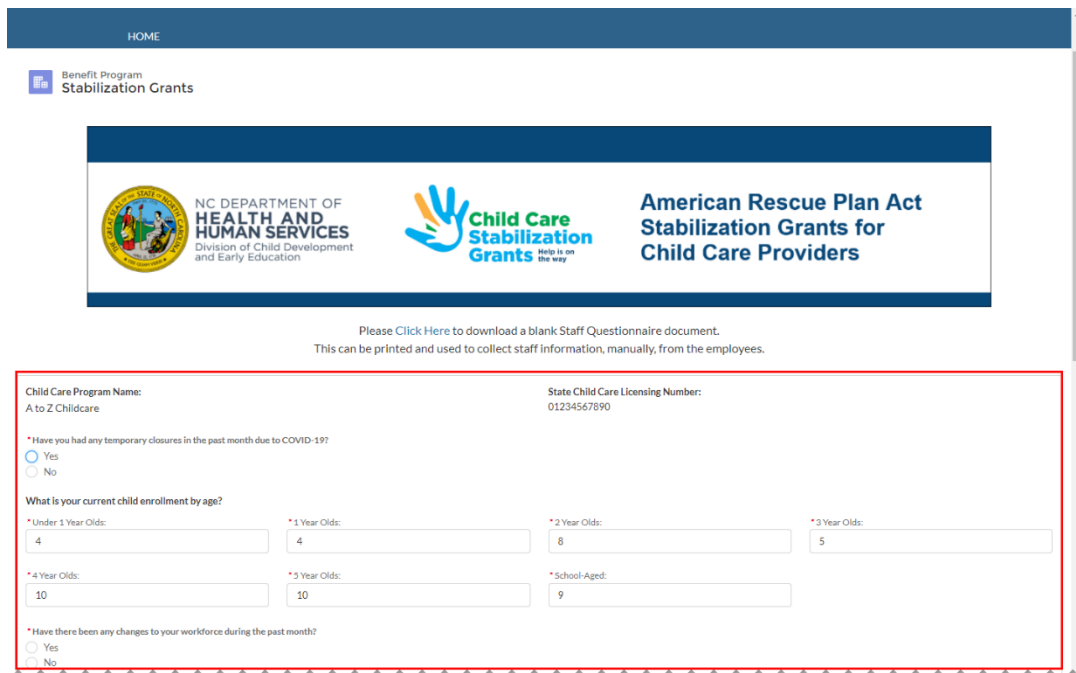
[Return to Table of Contents](#)

Review without updates

4. Starting on the Benefit Program Stabilization Grants page, click **Next**.



5. The Monthly Update Questionnaire page displays. Scroll down and review the pre-populated information on the page.



Notes:

- Information is gathered from the approved Stabilization Grants application and subsequent Updates.

- Changes can be made each month with the monthly updates.
- Required information is notated with an asterisk (*).
- When the Stabilization Grant Monthly Update is initiated, a *Draft* status displays under the status column in the Applications section.

Applications (4)				
4 Items • Updated a few seconds ago				
Created By	Created Date	Status	Record Type	
1	10/28/2021, 9:00 AM	Approved	Stabilization Grants - Initial Application	
2	12/28/2021, 7:58 PM	Submitted	Stabilization Grants - Monthly Updates	
3	1/19/2022, 10:23 AM	Submitted	Stabilization Grants - Quarterly Updates	
4	1/29/2022, 8:40 AM	Draft	Stabilization Grants - Monthly Updates	

6. Click **Submit** if there are not any changes to be made. Follow the guidance the in the Submitted Updates section by clicking [here](#).

Child Care Program Name:
A to Z Childcare

State Child Care Licensing Number:
01234567890

* Have you had any temporary closures in the past month due to COVID-19?
☐ Yes
☐ No

What is your current child enrollment by age?

* Under 1 Year Olds: * 1 Year Olds: * 2 Year Olds: * 3 Year Olds:

* 4 Year Olds: * 5 Year Olds: * School-Aged:

* Do you have Commercial General Liability Insurance?
☒ Yes
☐ No

* Commercial general liability insurance cost: * Provide coverage limits:

During the grant period, the child care program receiving Stabilization Grant funding, when open and providing care, will implement policies in line with guidance and orders from state, territorial, tribal, and local authorities and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention.
 [CDC guidance is available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>]

* Do you remain in compliance with this federal requirement?
☐ Yes
☐ No

Are there other challenges or information that you would like to share about the current operation of your child care program?

* Have there been any changes to your workforce during the past month?
☐ Yes
☐ No

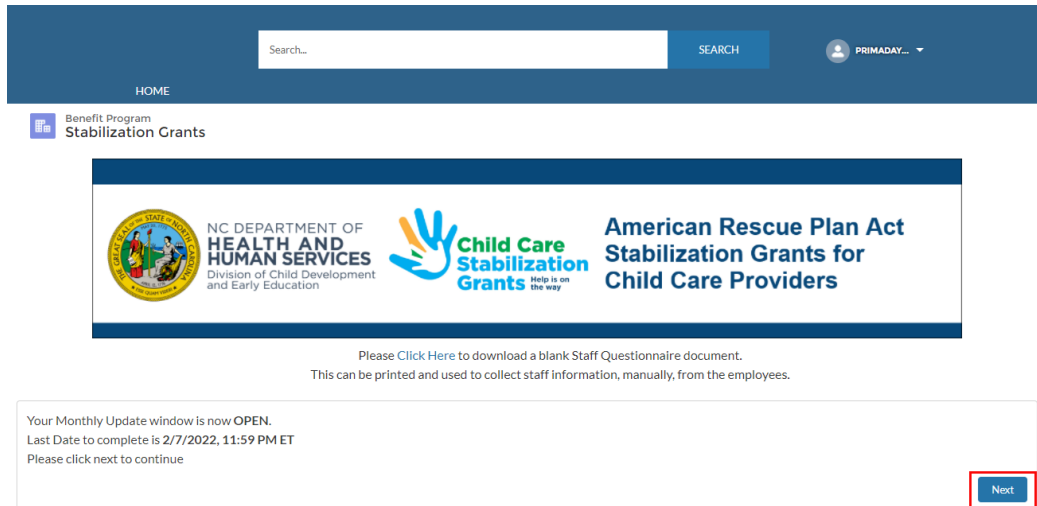
Submit

Return to Table of Contents

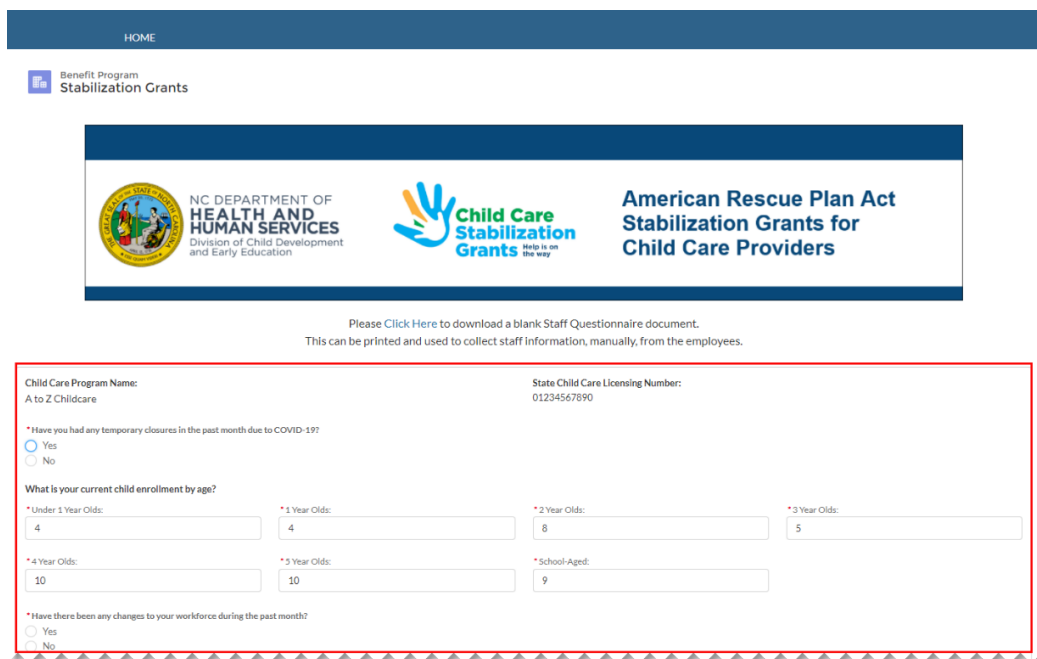
Review with updates

This section will provide guidance for information needed. All updates should be provided if there have been changes since the initial application or monthly update.

7. Starting on the Benefit Program Stabilization Grants page, click **Next**.



8. The Monthly Update Questionnaire page displays. Scroll down and review the pre-populated information on the page.



Notes:

- Information is gathered from the approved Stabilization Grants application and subsequent Updates.
- Make changes to the current child enrollment if needed.

- Changes can be made each month with the monthly updates.
- Required information is notated with an asterisk (*).
- When the Stabilization Grant Monthly Update is initiated, a *Draft* status displays under the status column in the Applications section.

Applications (4)				
4 Items • Updated a few seconds ago				
Created By	Created Date	Status	Record Type	
1	10/28/2021, 9:00 AM	Approved	Stabilization Grants - Initial Application	
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9. Starting with the question “*Have you had any temporary closures in the past month due to COVID-19?*”, answer by selecting the applicable radio button.

* Have you had any temporary closures in the past month due to COVID-19?

☐ Yes

☐ No

10. When **Yes** is selected, an additional question displays. Enter the required information into the applicable entry field.

Child Care Program Name:
A to Z Childcare

State Child Care Licensing Number:
01234567890

* Have you had any temporary closures in the past month due to COVID-19?

☒ Yes

☐ No

* Please provide dates of closure:

Notes:

- Only 225 characters can be entered into any entry field.
- An error message will display if information is missing.

11. Review and update, if applicable, the question “*What is your current enrollment by age?*”.

What is your current child enrollment by age?

* Under 1 Year Olds:

4

* 1 Year Olds:

4

* 2 Year Olds:

8

* 3 Year Olds:

5

* 4 Year Olds:

10

* 5 Year Olds:

10

* School-Aged:

9

Notes:

- Child Enrollment entry fields will be prepopulated.
- Information for child enrollment is gathered from the approved Stabilization Grants application and subsequent Updates.

12. Review and update, if applicable, the question *“Do you have Commercial General Liability Insurance?”*.

*** Do you have Commercial General Liability Insurance?**

- ☐ Yes
- ☐ No

13. When **Yes** is selected, additional questions display. Enter the required information into each applicable entry field.

*** Do you have Commercial General Liability Insurance?**

- ☒ Yes
- ☐ No

*** Commercial general liability insurance cost**

\$4,500

*** Provide coverage limits:**

\$1,000,000

Notes:

- Enter only a numerical dollar amount.
- Commercial General Liability Insurance is prepopulated from the approved Initial Stabilization Application and subsequent Updates.
- An error message will display if information is missing.

14. Review the CDC guidance and the Stabilization Grant funding guidelines before proceeding to answer the next question. <https://www.cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/guidance-for-childcare.html>

15. Review and update, if applicable, the question *“Do you remain in compliance with this federal requirement?”*.

*** Do you remain in compliance with this federal requirement?**

- ☐ Yes
- ☐ No

16. When **No** is selected, an additional entry field will display. Enter the required information into each applicable entry field.

* Do you remain in compliance with this federal requirement?

☐ Yes

☒ No

* Reason why the requirement is not met

Notes:

- Only 225 characters can be entered into any entry field.
- An error message will display if information is missing.

17. This is an optional question, that will yield valuable information to improve the Stabilization Grant funding process.

Are there other challenges or information that you would like to share about the current operation of your child care program?

18. Review and update, if applicable, the question “Have there been any changes to your workforce during the past month?”.

* Have there been any changes to your workforce during the past month?

☐ Yes

☐ No

Submit

Notes:

- If there are not any other changes click **Submit**.
 - Follow the guidance the in the Submitted Updates section by clicking [here](#).
- a. When **Yes** is selected, the Next button and additional instructions display.

* Have there been any changes to your workforce during the past month?

☒ Yes

☐ No

In the next screen,

- Please update the teaching/non-teaching staff information in the table to reflect changes.
- Please add information for any new hires.
- Deactivate any teaching/non-teaching staff that may have left your program.

Next

Notes:

- All workforce changes need to be entered before completing the updates.
- The Next button displays only if there are changes in the workforce for the child care facility.

19. Click **Next**.

20. The Program Staff Information page displays.

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Name	Active	Title	Email	Type	Position	Start Da...	Education	Educatl...	B-K Lice...	Employ...
<input type="radio"/> Mother E Hubbard	✓	Director	mhubbar...	Non-Teaching	Owner	2016-05-01	Master's Degree or higher	PhD. Bioengineering	No	Full Time
<input type="radio"/> Mother Hen	✓	Teacher	mhen@w...	Teaching	Lead Teacher/Teacher	2016-08-01	Bachelor's Degree	Early Childhood	Yes	Full Time
<input type="radio"/> Mother Goose	✓	Lead Teacher	mgoose@...	Teaching	Lead Teacher/Teacher	2011-10-01	Master's Degree or higher	Early Childhood	Yes	Full Time
<input type="radio"/> Jack Benimble	✓	Teacher Assistant	jbenimble...	Teaching	Teacher Assistant	2018-05-01	NC Early Childhood Certificate (12-18 semester hours of higher education)	Early Childhood		Part Time

[Add New Employee](#)
[Update Employee](#)
[Activate/Deactivate Employee](#)

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce. [Submit](#)

Notes:

- All workforce changes need to be entered before completing the updates.
- Corrections to the workforce staffing can only be updated prior to selecting the Submit button.

Adding an Employee

Use the following steps to add existing workforce staff's information for the childcare facility.

1. Click the **Add New Employee** hyperlink to enter program staff members (Administrative, Teaching, and Non-Teaching).

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Name	Active	Title	Email	Type	Position	Start Da...	Education	Educati...	B-K Lice...
<input type="radio"/> Mother E Hubbard	✓	Director	mhubbar...	Non-Teaching	Owner	2016-05-01	Master's Degree or higher	PhD. Bioengineering	No
<input type="radio"/> Mother Hen	✓	Teacher	mhen@w...	Teaching	Lead Teacher/Teacher	2016-08-01	Bachelor's Degree	Early Childhood	Yes
<input type="radio"/> Mother Goose	✓	Lead Teacher	mgoose@...	Teaching	Lead Teacher/Teacher	2011-10-01	Master's Degree or higher	Early Childhood	Yes
<input type="radio"/> Jack Benimble	✓	Teacher Assistant	jbenimble...	Teaching	Teacher Assistant	2018-05-01	NC Early Childhood Certificate (12-18 semester hours of higher education)	Early Childhood	

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce.

Notes:

- PDF form can be downloaded and printed to give to each staff member to fill out prior.
 - [Click here](#) for direction to download the form
 - Enter both full-time and part-time staff.
2. The Program Staff Information wizard appears. This section should include the selected personnel for the facility (Administrative, Teaching, and Non-Teaching). Enter or select the required information for the staff member then click **Next**.



Program Staff Information

* Staff Member's First Name

* Staff Member's Last Name

* Staff Member's Job Title

Staff Member's Email Address

* Type of Staff Member

* What position does the staff member serve in the program?

if you hold more than one position, identify the position you are most working

How long has the staff member worked at their current site? Please enter the month and year the staff member began working at your site.

* Month

* Year

*

What is the highest level of education the staff member has completed?

Next

Notes:

- Based on choices selected, additional information may be required to proceed to the next page.
 - When the educational level selected is post-secondary education (i.e., at least a NC Early Childhood Certificate or higher), additional fields will display.
3. The Program Staff Information - Continued page displays. Enter or select the required information then click **Next**.



Program Staff Information - Continued

* Staff member working hours --None--	* What is the staff member's birth date? <input type="text"/>
* What is the staff member's race? American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White	* Is the staff member of Hispanic, Latino, or Spanish origin? --None--
* What is the staff member's gender identity? --None--	* What best describes the staff member's compensation as a teacher? --None--
Monthly Information	
* What is the staff member's rate of pay? <input type="text"/>	* --None--
* How often do they get paid --None--	* Does this staff member receive additional incentives (monetary or non monetary) --None--

[Previous](#) [Next](#)

Notes:

- This section should include all full and part-time personnel for the facility (Administrative, Teaching, and Non-Teaching).
 - Expected payment amounts to employees should be rounded to the nearest cent.
 - If a personnel staff member has more than one role, select the one that is performed most often.
4. Program Staff Information page displays. This page displays the name and information for each program staff member added. Review the information for the newly added program staff member.
 5. Repeat steps 1-4 to add additional program staff members.
 6. All updates to workforce staffing must be entered prior to clicking the **Submit** button.

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Name	Active	Title	Email	Type	Position	Start Da...	Education	Educati...	B-K Lice...	Employ...
<input type="radio"/> Mother E Hubbard	✓	Director	✉ mhubbar...	Non-Teaching	Owner	2016-05-01	Master's Degree or higher	PhD. Bioengineering	No	Full Time
<input type="radio"/> Mother Hen	✓	Teacher	✉ mhen@w...	Teaching	Lead Teacher/Teacher	2016-08-01	Bachelor's Degree	Early Childhood	Yes	Full Time
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[Add New Employee](#)
[Update Employee](#)
[Deactivate Employee](#)

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce.

[Submit](#)

[Return to Table of Contents](#)

Updating an Employee

Use the following steps to update an existing workforce staff's information for the childcare facility.

- To update an employee's information, select the **Employee** radio button. Click the **Update Employee** hyperlink.

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Name	Active	Title	Email	Type	Position	Start Da...	Education	Educati...	B-K Lice...	Employ...
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[Add New Employee](#)
[Update Employee](#)
[Deactivate Employee](#)

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce.

[Submit](#)

8. The Program Staff Information wizard appears. This section should include all personnel for the facility (Administrative, Teaching, and Non-Teaching). Enter or select the required information for the staff member then click **Next**.

Program Staff Information

<p>* Staff Member's First Name</p> <input type="text"/>	<p>* Staff Member's Last Name</p> <input type="text"/>
<p>* Staff Member's Job Title</p> <input type="text"/>	<p>Staff Member's Email Address</p> <input type="text"/>
<p>* Type of Staff Member</p> <div>--None--</div>	<p>* What position does the staff member serve in the program?</p> <div>--None--</div> <p><small>if you hold more than one position, identify the position you are most working</small></p>
<p>How long has the staff member worked at their current site? Please enter the month and year the staff member began working at your site.</p>	
	<p>* Month * Year</p> <div></div> <div></div>
<p>* What is the highest level of education the staff member has completed?</p> <div>--None--</div>	

Next

9. The Program Staff Information - Continued page displays. Enter or select required information then click **Next**.

Program Staff Information - Continued

* Staff member working hours
--None--

* What is the staff member's race?
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Pacific Islander
White

* What is the staff member's birth date?
[Calendar Icon]

* Is the staff member of Hispanic, Latino, or Spanish origin?
--None--

* What is the staff member's gender identity?
--None--

* What best describes the staff member's compensation as a teacher?
--None--

Monthly Information

* What is the staff member's rate of pay?
[Text Field]

* How often do they get paid
--None--

* Does this staff member receive additional incentives(monetary or non monetary)
--None--

Previous Next

10. Program Staff Information page displays. This page displays the name and information for each program staff member. Review the information for the accuracy of the program staff member's update.

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Add New Employee Update Employee Deactivate Employee

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce. Submit

11. Click **Submit**.

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[Add New Employee](#)
[Update Employee](#)
[Deactivate Employee](#)

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce. [Submit](#)

Note: All workforce staff updates must be made before you click **Submit**.

Deactivating or Activating an Employee

Use the following steps to deactivate or activate an existing workforce staff's information for the childcare facility.

1. To Deactivate an employee's information, select the **Employee** radio button. Click the **Deactivate Employee** button.

Success
Completed:Deactivate Employee

Name	Active	Title	Email	Type	Position	Education	Educati...	B-K Lice...	Employ...
<input type="radio"/> Mother E Hubbard	✓	Director	✉ mhubbar...	Non-Teaching	Owner	Master's Degree or higher	PhD, Bioengineering	No	Full Time
<input type="radio"/> Mother Hen	✓	Teacher	✉ mhen@w...	Teaching	Lead Teacher/Teache	Bachelor's Degree	Early Childhood	Yes	Full Time
<input type="radio"/> Mother Goose	✓	Lead Teacher	✉ mgoose@...	Teaching	Lead Teacher/Teache	Master's Degree or higher	Early Childhood	Yes	Full Time
<input checked="" type="radio"/> Jack Benimble	✓	Teacher Assistant	✉ jbenimble...	Teaching	Teacher Assistant	NC Early Childhood Certificate (12-18 semester hours of higher education)	Early Childhood		Part Time

[Add New Employee](#)
[Update Employee](#)
[Deactivate Employee](#)

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce. [Submit](#)

Notes:

- There will be a notification that the employee was successfully deactivated.
- The selected employee will still show on the Program Staff page but will not be counted as a staff member for the program.
- The same process is used for activating a workforce staff employee by clicking on the **Activate Employee** button

Activate Employee

2. All updates must be entered prior to clicking the **Submit** button.

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Name	Active	Title	Email	Type	Position	Start Da...	Education	Educati...	B-K Lice...	Employ...
<input type="radio"/> Mother E Hubbard	✓	Director	mhubbar...	Non-Teaching	Owner	2016-05-01	Master's Degree or higher	PhD. Bioengineering	No	Full Time
<input type="radio"/> Mother Hen	✓	Teacher	mhen@w...	Teaching	Lead Teacher/Teacher	2016-08-01	Bachelor's Degree	Early Childhood	Yes	Full Time
<input type="radio"/> Mother Goose	✓	Lead Teacher	mgoose@...	Teaching	Lead Teacher/Teacher	2011-10-01	Master's Degree or higher	Early Childhood	Yes	Full Time
<input checked="" type="radio"/> Jack Benimble	✓	Teacher Assistant	jbenimble...	Teaching	Teacher Assistant	2018-05-01	NC Early Childhood Certificate (12-18 semester hours of higher education)	Early Childhood		Part Time

[Add New Employee](#)
[Update Employee](#)
[Deactivate Employee](#)

Have you completed all staffing updates? Once you hit submit you will not be able to make any additional updates to your workforce.

[Submit](#)

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Submitted Updates

1. When the Stabilization Grant is Monthly Update is completed the Applications section will display *Submitted* under the Status column.

Applications (4)
4 Items • Updated 15 minutes ago

	Created By	Created Date	Last Modified By	Status	Record Type
1		10/28/2021, 9:00 AM		Approved	Stabilization Grants - Initial Application
2		12/28/2021, 7:58 PM		Submitted	Stabilization Grants - Monthly Updates
3		1/19/2022, 10:23 AM		Submitted	Stabilization Grants - Quarterly Updates
4		1/29/2022, 8:40 AM		Submitted	Stabilization Grants - Monthly Updates

[View All](#)

- The next Quarterly or Monthly update will be indicated on the Stabilization Grant Application page.

Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

Thank you for completing the North Carolina American Rescue Plan Stabilization Grant Application. Your Stabilization Grant Application has been received and no additional information is needed at the present time. Please note you should have received an email with PDF copies of your Stabilization Grant application and Terms and Conditions Document. Please retain these documents for future reference and proof of submission.
Note: If there are additional questions during an audit, a Customer Service Representative from DCDEE will contact you.

Your next Quarterly Update is on 1/1/2022, 12:00 AM

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Other Helpful Information

- To do a Quarterly Update, refer to the *Stabilization Grant Quarterly Update* job aid for guidance.
- To contact the DCDEE Customer Service Unit at 1-800-859-0829 and select Option 2, (919) 814-6300, select option 2, or [DCDEE support@dhhs.nc.gov](mailto:support@dhhs.nc.gov)

Download a Document

- To download and print a copy of the Staff Questionnaire document, click the **Click Here** hyperlink, located on the Benefits Program Stabilization Grants page.



Please [Click Here](#) to download a blank Staff Questionnaire document.
This can be printed and used to collect staff information, manually, from the employees.

- The PDF file will display, click **Download**.



- The Download pop-up appears, click the **Open file** hyperlink.

Downloads

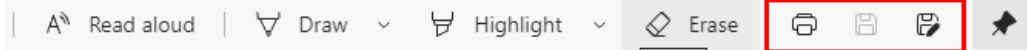


Employee Questionnaire.pdf

[Open file](#)

[See more](#)

4. The document displays. Click the **Print** icon or the **Save** icon on the toolbar to *Print* or *Save* the file.



5. Click the **X** to close the PDF file.

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